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DDI - 4743-83

28 June 1983

MEMORANDUM FOR: All Office Directors

FROM: Deputy Director for Intelligence

SUBJECT: Outside Training Requirement

1. As you are well aware, all analysts are required to complete some form of outside training every two years with the purpose of refreshing existing substantive skills or broadening their horizons. It is up to the office director to determine what courses, seminars, conferences and other such opportunities qualify. Because of objections within the Directorate, last January I expanded the areas of outside training that qualified to include seminars and conferences in order to make fulfillment of this requirement less objectionable.

2. Even so, the attached list indicates that all offices are well behind in fulfillment of this requirement. The initial two-year period is 75 percent complete yet less than half of the analysts have attended some form of outside training. Failure to fulfill this requirement should be reflected in an analyst's PAR and, as appropriate, in the PAR of responsible supervisors.



Robert M. Gates

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Attachment:
As stated

cc: All Staff Chiefs

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